



Joint Examination Regulations

B.Sc. Study Programme - Spatial Planning in Iraq

College of Spatial Planning and Applied Science, University of Duhok and TU Dortmund University

I General Provisions

§ 1 Area of Application of the Bachelor-Examination Regulations

This Examination Regulation is valid for the Bachelor's degree programme of spatial planning of the University of Dohuk. It manages the structures of the Bachelor of Science degree course. The regulations of the University of Duhok are not binding to this joint program.

§ 2 Aim of the Studies

- (1) The Bachelor Programme of Spatial Planning serves as preliminary for a professional activity in the field of spatial planning on all spatial levels. Fields of activity are for example urban planning, regional and urban development planning, landscape planning, real estate industry, project development, land use planning, urban restructuring and urban regeneration, promotion of economic development and regionally significant sectoral planning, i.e. transportation and mobility planning, planning of technical infrastructure and so on.
- (2) Graduates of the Bachelor Programme acquire the Bachelor's degree as the first professional qualification. Furthermore the Bachelor's course is preparation and prerequisite for the Master's course.

§ 3 Requirements for Access

- (1) Requirement for access to the Bachelor's course is the proof of a university entrance qualification, including a high school diploma translated into English. With a **minimum high school GPA of 75%** and a **minimum of 70% grade in English subject**.
- (2) The timing of enrolment exams for the course of study are set by the Exam Committee (see regulation §9).
- (3) The language of the study programme is English. Before students can begin the spatial planning BSc program, they must pass an English Language placement exam.
 - (3a) The placement entry exam has baseline scores recorded for all four sections so that strengths and weaknesses can be identified, improved and built-upon on a student by student basis.
 - (3b) A TOEFL or equivalent exit exam after all English Module Credit-Points (CPs) have been satisfied is required, where students must demonstrate a minimum cumulative **TOEFL IBT score of 65** for all four sections (reading, listening, speaking, writing), indicating that the student has achieved the minimum qualification of "competent English speaker."

- (3c) Students who demonstrate a **TOEFL IBT score of 70** or higher are not required to take/continue the preparatory module.

§ 4 Bachelor's Degree

Upon successful completion of the Bachelor examination, the degree *Bachelor of Science* (B.Sc.) is awarded.

§ 5 Designated Period of Study, Scope of the Studies and Credit System

- (1) The normal duration of study for the Bachelor's degree, including the period allocated to writing a bachelor thesis, comprises **eight semesters**.
- (2) The field of study is based on a credit system that is compatible with the European Credit Transfer System (ECTS). Each module consists of a number of credit points that are allocated depending on study attainment and performance. A total of **240 CPs** must be achieved in the Bachelor's course.
- (3) Generally, around **30 CPs** are expected to be acquired per semester.
- (4) Credit points are awarded on the basis of module completion and not on individual course completion.
- (5) The official beginning of the Winter (first) Semester is the **first week of September**. The official beginning of the Summer (second) semester is the **second week of January**.

§ 6 Modules and Module Manual

- (1) The study programme is divided into modules which do not range over more than two semesters. There are core courses, which all students need to successfully complete, and core electives (referred to as compulsory optional subjects) where the students can choose between at least two courses. The completion of each module will be verified by one or more exams or assignments relating to courses within the module or relating to the module as a whole (see section IV §23).
- (2) Decisions concerning to the establishment and alteration of the module manual are made by the faculty board.
- (3) The module manual comprises in particular the definition of examination types, the interval at which the courses are held, the module structure and any pre-requisites necessary for entry into a module.
- (4) A list of available courses for the BSc in Spatial Planning in Iraq are displayed within the Spatial Planning atrium at the beginning of each semester.

II General Examination Regulations

§ 7 Examinations and Disadvantage Compensation

- (1) There are two general types of examinations, Module Exams (ME) and Course Exams (CE), either of which can be a written report, a student assignment, an oral

or written exam, or an electronic exam administered by the TU Dortmund or Duhok University “Moodle” system.

- a. In the case of courses with a module exam, students must first attend all courses within the module to be eligible for the module exam. These modules include Module 2, 3, 10, 11, 12, 13, 15, 17 and 18.
 - b. In the case of modules with course exams, students must pass all course exams within a module to pass the module. These modules include Module 1, 4, 5, 6, 7, 8, 9, and 14.
 - c. All module exams and course exams are graded per section IV §24. No courses or modules are allowed to be graded pass / fail.
- (2) The evaluation of written exams needs to be announced to the students no more than six weeks after said exam and not less than one week before re-examination.
- (3) Students are expected to attend all timetabled classes and be on time.
- (4) The lecturers establish attendance policies for each course. They should publish the policy in the course syllabus (coursebook) and keep attendance records. The penalty for absences is to be decided by the lecturer and may include failure of the course. A student who fails the course due to excessive absences has to repeat the course.
- (5) Students with disabilities or chronic sickness who are unable to complete a course, course exam or module exam are required to provide proof of infirmity to the head of the Department of Spatial Planning, including:
- a. A note from the Duhok University Medical Centre
 - b. In case of an accident a student needs to provide an official sickness report from a medical specialist.

§ 8 Retaking a failed Exam

If a student does not pass a course exam or module exam, she or he can retake the same exam one time. Failed attempts to take corresponding examinations that were undertaken in related or comparable course of study shall be counted. A failed exam needs to be repeated within two semesters. Passed exams cannot be repeated.

§ 9 Examinations

- (1) Written examinations take place within scheduled Examination Periods. For each Examination Period there are three appointments arranged, two of which need to be within the semester break after the course and the third can be in the following semester. The attendance of a third examination appointment requires the unsuccessful attendance in both of the earlier examination appointments and each student can only attend one examination Period.
- (2) Examination period is to be determined by the faculty during the semester no later than the 15th of April for the summer semester and the 15th of November for the winter semester. The exact date and time of examinations is to be arranged by the lecturers jointly with students after the examination period have been made known.
- (3) The Examination periods tentatively are:
 - a. May 15th to May 30th for the Summer Semester
 - b. December 11th to December 24th for the Winter Semester

- c. The exam period for the students who are travelling to Germany for the summer school must be placed before the date of departure.
- (4) Students have two written exam attempts. The third attempt must be an oral supplementary exam. The oral exam requires at least two examiners. The grade for the oral exam is pass or fail.
- (5) A module/course is failed if the student attended an examination period without success and didn't pass the oral supplementary examination.
- (6) Written examinations shall be no longer than 180 min.

§ 10 Term Paper

- (1) Term Papers can be written or graphic elaborations can be developed. The type and extent are defined by the responsible teachers at the beginning of the semester and accordingly 14 days before registration for the term paper.
- (2) The term paper needs to be submitted in paper and electronic format. Term papers are to be evaluated within six weeks after official submittal and in case of failure there must be the possibility for the student to repeat the exam by the end of the semester in which the term paper was submitted.

§ 11 Oral Examination

- (1) An oral examination can be an individual examination or group examination up to three students. For each student 20 to 30 minutes are scheduled, and the students may suggest a focus that ties into the field of study of the examination.
- (2) Students will be told the results of the examination directly after the exam.
- (3) The lecturer and an external examiner arrange the date and time for oral examinations jointly with student(s).
- (4) The selection of the external examiner is suggested by the lecturer in charge of the course and approved by the exam committee.

§ 12 Audit (Examination) Committee

- (1) For the organisation of examinations and for the tasks allocated by this examination regulations a board of examination is constituted.
- (2) The board of examination consists of five members. Three members must be professors, one person must be an academic assistant and one must be a student. The faculty member of the exam committee decides which meetings the student can attend.
- (3) The members of the different groups are elected for two years by the faculty board and the member from the group of the students is only elected for one year.
- (4) Examination Committee must ensure examination regulations are followed and take necessary measures to ensure the correct outcome of the examinations.
- (5) The office of the board of examination takes over the basic administrative tasks.

§ 13 Examiners and Observers

The board of examination nominates the examiners and the observers. Examiners can be professors or other authorized individuals. Persons who have passed bachelor

or master examinations within an adequate area of expertise can be nominated as observers

§ 14 Inspection of Examination Documents

After the publication of the results of examinations and upon application to the examiners, students are allowed to look at their examination documents. The examiners determine time and place of inspection.

§ 15 Credit Transfer, Admission to Higher Years of Studies

Comparable achievements from other universities can be accepted.

§ 16 Absence, Resignation, Cheating, Breach of Regulations

- (1) An Examination is rated as insufficient (5,0 / E) if the student does not appear at an examination appointment without just cause or if she or he abandons the examination without just cause (see section II §7 paragraph 3). The same provision applies if the examination performance is not completed in the allowed processing time limit.
- (2) The board of examiners needs to be informed directly about the reasons for absence or resignation in written form. In case of illness of the student a medical report needs to be submitted.
- (3) If an examination is manipulated by cheating (for example by the use of unauthorized aids), it will be rated as insufficient.
- (4) for any inappropriate behaviour by a student during the exam, such as talking or signalling to other students, the exam hall manager has the authority to expel the student from the hall.
- (5) The board of examiners requests at all examinations, with the exception of only oral exams, an explanation in written form that confirms that the student has independently composed the exam.

III Module Examinations

§ 17 Student Projects

- (1) This type of examination is done in Beginner (Module 2) and Advanced Student Projects (Module 10).
- (2) Projects are typically done in a group of up to thirteen students and is supervised by two or three lectures.
- (3) Students have to work together on reports and presentations and to complete the module they must have an oral defence of the work at the end of the project. The students will be graded individually and as a group. The resulting module grade is the arithmetic mean of both the individual and the group grade.

§ 18 Urban Design Studios

- (1) Urban Design Studios (Module 15) are done in groups of three to five students. Groups of less than three or more than five are admissible by permission of the authorised representative of the module.

- (2) The module is completed with a submitted report, presentation and oral defence of the report.

§ 19 Seminars

- (1) Seminars can be offered in languages other than English.
- (2) Seminars require frequent and active participation, comprising in particular oral and written contributions to the discussions as well as other productivities.

§ 20 Practise-Oriented Phase

- (1) The pre-condition for the acquisition of the credits of Module 17 is a confirmation of an Internship that lasts for at least six weeks or another practice orientated training in the occupational field of spatial planning.
- (2) The details about the requirements on the confirmation are managed in a guideline by the faculty board.

§ 21 Bachelor's Thesis

- (1) The Bachelor's Thesis shall demonstrate that the student has the ability to deal independently with an issue within a given period of time. The student can suggest a topic of the Thesis and she or he is supervised by two lecturers. At least one of the lecturers needs to be a member of the faculty.
- (2) In some cases it is also allowed to compose the Bachelor's Thesis in a group of two students.
- (3) The editing time for the Bachelor's Thesis is 12 weeks. In individual cases this 12 weeks can be extended by two more weeks.
- (4) The written extent of the Bachelor's Thesis shall not be more than 75.000 characters.
- (5) With the submission of the Thesis a signed declaration of authorship needs to be included.
- (6) the Bachelor's Thesis will be examined by the two supervisors. The supervisors decide for the Thesis to be defended or to refuse it. In the case of refusal the student must revise and rewrite the thesis and submit it again during the following semester.
- (7) The student will be informed about the evaluation at least three weeks after submission at which point they will receive the date of defence. If the defence fails, the process starts as it is described in paragraph (6).
- (8) The defence will take place before a committee of at least three professors or lecturers. The composition of the defence committee will be decided by the examination committee.
- (9) Students are allowed to enrol for the BSc Thesis course (Module 18) after the completion of Modules 1,2,3,4,5,6,7,8,9,10,11,12,13,14,16 and 17.

IV Final Degree

§ 22 Admission to Bachelor Examination

- (1) With the matriculation in the bachelor`s course of study in spatial planning the student is allowed to attend all examinations.
- (2) The admission is prohibited, if the student has failed in an equal or similar course of study.

§ 23 Bachelor Examination

- (1) The Bachelor Examination consists of examinations, in which a total of 240 credits need to be achieved.
- (2) The 240 credits are earned by completing all Modules as listed in the table below

Module Number and Module Title	Typ	CP	Exam Type	
1 Introduction to Spatial Planning	R	13.5	CE	Graded
2 Planning Practice I (Beginners Project)	R	21	ME	Graded
3 Demography & Social Change	R	18	ME	Graded
4 Economic Development	R	12	CE	Graded
5a Environmental Planning	R	10.5	CE	Graded
5b Natural Resource Management	R	10.5	CE	Graded
6 Planning Law & Governance	R	9	CE	Graded
7 Data Collection & Analysis Methods	R	18	CE	Graded
8 Spatial Analysis & Mapping	R	10.5	CE	Graded
9 Regional Planning	R	10.5	CE	Graded
10 Planning Practice II	R	15	ME	Graded
11 Theories of Planning & Spatial Development	R	10.5	ME	Graded
12 Planning Methods	R	6	ME	Graded
13 Infrastructure Planning	R	12	ME	Graded
14 Sectoral Economic Planning	R	13.5	CE	Graded
15a and 15b Urban Design Studio I & 2	R	15	CE	Graded
16 Internship	R	8		-
17 Summer School in Germany (German Planning System)	R	18	ME	Graded
18 Bachelor Thesis	R	12	ME	Graded

R = Required, CE = Course Exam, ME = Module Exam

- (3) Some Modules require pre-requisites for entry. The prerequisites are listed in the module manual of the BSc program.

§ 24 Evaluation of Course-Related Examinations, Acquisition of Credit Points, Calculating Grades

- (1) For the evaluation of examinations the following grades have to be used:

Very good (1)	→ best possible grade, excellent
Good (2)	→ grade above average
Satisfactory (3)	→ pass
Sufficient (4)	→ minimum pass, improvement needed
Insufficient (below 4)	→ fail

- (2) For further differentiation the grades can be reduced or increased in increments of 0.3; however the grades 0.7, 4.3, 4.7 and 5.3 are not allowed.
- (3) The final cumulative note for the B.Sc. program (BSc note) is a weighted average based on the credit points within a module (CP) and the final note of the module (MN). For modules with module exams (ME) the final module note is used directly in the module credit allocation calculation. For modules with multiple course exams (CE) then a weighted summary of the course exam notes (ΣEN) must be calculated into a final module note before being used in the BSc note calculation.

a. Calculation of module note from a module with multiple course exams:

i. $Module\ Note\ (MN) = (\Sigma CCA/MP)$

1. Where $\Sigma CCA =$

$$[(Course\ 1\ Course\ Credit\ Points\ (CCP) * Course\ 1\ Exam\ Note\ (EN) + (Course\ 2\ CCP * Course\ 2\ EN) + (Course\ 3\ CCP * Course\ 3\ EN)]$$

ii. Example: Calculation of Module Note (MN) from Multiple Course Exams

Course	Course Credit Points (CCP) ($\Sigma = MP$)	Course Exam Note (EN)	Course Credit Allocation (CCA) ($\Sigma = \Sigma CCA$)	Module Note ($\Sigma CCA/MP$)
M2.1	9.0	2.3	20.7	2.1
M2.2	9.0	1.7	15.3	
M2.3	3.0	2.7	8.1	
-	21.0	-	44.1	

b. The Final BSc note is calculated with the same formula as is used to calculate a module note where Module Points (MP) are multiplied by the Module Note (MN) to create a Module Credit Allocation value (MCA). All MCA values are summed (ΣMCA) and then divided by the sum of all MPs ($\Sigma MCA/\Sigma CP$) to derive the final BSc Note in a range from 1 to 5.

i. Example (hypothetical): Calculation table for the final BSc Note:

Module Number and Module Title	Credit Points ($\Sigma = \Sigma CP$)	Exam Type	Module Note (MN)	Module Credit Allocation (CP * MN) ($\Sigma = \Sigma MCA$)
1 Introduction to Spatial Planning	13.5	CE	1.3	17.55
2 Planning Practice I (Beginners Project)	21	ME	2.3	48.3
3 Demography & Social Change	18	ME	3	54
4 Economic Development	12	CE	2	24
5a Environmental Planning	10.5	CE	4	42
5b Natural Resource Management	10.5	CE	1	10.5
6 Planning Law & Governance	9	CE	2.7	24.3
7 Data Collection & Analysis Methods	18	CE	1.7	30.6
8 Spatial Analysis & Mapping	10.5	CE	2.3	24.15
9 Regional Planning	10.5	CE	3.3	34.65
10 Planning Practice II	15	ME	3.7	55.5

11 Theories of Planning & Spatial Development	10.5	ME	1.7	17.85
12 Planning Methods	6	ME	2	12
13 Infrastructure Planning	12	ME	2.3	27.6
14 Sectoral Economic Planning	13.5	CE	2.3	31.05
15 a und 15b Urban Design Studio I & 2	15	CE	1.7	25.5
16 Internship	8		3	24
17 Summer School in Germany (German Planning System)	18	ME	1	18
18 Bachelor Thesis	12	ME	2.7	32.4
-	243.5		-	553.95
Final Note (Σ MCA/ Σ CP)			2.27	

§ 25 Additional Qualifications

- (1) The students can sit for additional examinations, which will be documented on their Bachelor certificate.
- (2) Additional qualifications will not be considered in the determination of the final grade.

§ 26 Invalidity of Examinations and Denial of the Bachelor's Degree

If the student has cheated at an examination and this fact emerges after the delivery of the Bachelor certificate, the examination board can change the grade of this examination after the certificate has been awarded.

V Final Provisions

§ 27 The faculty provides its graduates with a joint transcript of record that contain both the Iraqi and German grading systems.

§ 28 This document is valid after the confirmation of the both Universities Duhok and TU Dortmund